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| <p>HARVEY J. BULLOCK, JR. AWARD FOR EQUITY, DIVERSITY AND INCLUSION</p> |
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Nature of the Award

The Harvey J. Bullock Jr. Award for Equity, Diversity and Inclusion is an honorary award. The award consists of a plaque and recognition at the annual NIH Director's Award Ceremony.

Purpose

This award is in recognition of the late Mr. Harvey J. Bullock Jr's efforts and achievements in promoting equity, diversity, and inclusion. Mr. Bullock, a longtime NIH employee, was a pioneer in the pursuit of equity and opportunities, especially for lower-graded and racial/ethnic minority employees. He was instrumental in establishing and strengthening communication between labor and management. Mr. Bullock increased sensitivity and raised awareness to the concerns of all NIH employees. He also suggested alternative solutions to workforce problems. This award is designed to encourage significant and continued efforts in promoting equity, diversity and inclusion at NIH.

Criteria

Nominees must have demonstrated one or more of the following:

Evidence of meaningful contributions that resulted from an individual or group's particular efforts in furthering equity, diversity or inclusion for one or more NIH employee (e.g. successfully advocating workplace flexibilities for groups who were previously excluded);

Evidence of efforts made in establishing or strengthening communication between groups which resulted in furthering equity, diversity, inclusion, and/or opportunities for employees (e.g. advancing employee rights and responsibilities as outlined in negotiated union contracts).

Evidence of contributions that increased awareness and/or sensitivity to concerns of NIH employees (e.g. raised awareness about NIH literature which can be considered offensive by some groups);

Evidence of continuing efforts or a significant single non-recurring effort to promote equity, diversity and/or inclusion (e.g. distinguished service on an IC's diversity committee);

Evidence of contributions that have had an impact on upward mobility for employees at NIH (e.g. played an instrumental role in the establishment of a career developmental opportunity);

Evidence of participation in activities internal or external to NIH that fostered equity, diversity and/or inclusion in Government (e.g. played a significant role in an NIH program which provided services to an underserved population).

Eligibility

This award is open to all non-supervisory general schedule (GS), wage grade (WG) or equivalent employees or group of employees at grade 12 or below who demonstrates the spirit of the award as evidenced by making strides in promoting equity, diversity and/or inclusion. These efforts must fall outside the employees' primary job duties.

Nominations

Any NIH employee may nominate someone for this honor award. The narrative must clearly state how the employee or employees meet the criteria for this award. All nominations must be submitted to the Office of Equity, Diversity, and Inclusion (EDI) through the nominee's IC Awards Coordinator and Executive Officer with approval from the IC Director. Please submit all signed nominations for this award to Pam Oliver via email at poliver@od.nih.gov no later than, **April 20, 2015**.

Review and Selection

An awards committee will review all nominations and provide a final recommendation to the EDI Director. The EDI Director will approve the recommendations and forward them to the NIH Director for a final decision.

Presentation

The Director, NIH, presents the Harvey J. Bullock, Jr. Award at the annual NIH Director's Award Ceremony.

Contact

Pamela Oliver
301-451-0703
poliver@od.nih.gov

NIH EQUITY, DIVERSITY AND INCLUSION AWARD OF THE YEAR

Nature of the Award

The NIH Equity, Diversity and Inclusion Award of the Year is an honor award. The award consists of a plaque and recognition at the annual NIH Director's Award Ceremony.

Purpose

The purpose of this award is to recognize an outstanding NIH executive, supervisor or manager who has made significant contributions in furthering equity, diversity and inclusion.

Criteria

Individuals should be nominated on the basis of their contributions toward advancing equity, diversity and/or inclusion efforts internal or external to the NIH. Contributions must be above and beyond position requirements. Nominees must have demonstrated at least one or more of the following:

Evidence of providing outstanding leadership in the development and implementation of action plans or activities which lead to innovative changes, and/or improvements in fostering equity, diversity and/or inclusion in the workplace;

Evidence of superior accomplishments in training, recruitment, human relations, or other activities which advance equity, diversity and/or inclusion at NIH;

Evidence of effectively working with educational institutions to help students prepare for Federal employment;

Evidence of providing sound guidance and/or counseling to prevent workplace problems and/or offer effective solutions.

Eligibility

This award is open for consideration to all executives, managers and supervisors who demonstrate the spirit of the award.

Nominations

Any NIH employee may nominate someone for this honor award. The narrative must clearly state how the employee meets the criteria for this award. All nominations must be submitted to the Office of Equity, Diversity, and Inclusion (EDI) through the nominee's IC Awards Coordinator and Executive Officer with approval from the IC

Director. Please submit all signed nominations for this award to Pam Oliver via email at poliver@od.nih.gov no later than, **April 20, 2015**.

Review and Selection

An awards committee will review all nominations and provide a final recommendation to the EDI Director. The EDI Director will approve the recommendations and forward them to the NIH Director for a final decision.

Presentation

The Director, NIH, presents the NIH Equity, Diversity and Inclusion Award of the Year at the annual NIH Director's Award Ceremony.

Contact

Pamela Oliver
301-451-0703
poliver@od.nih.gov

**Nomination Narratives for the
HARVEY J. BULLOCK, JR., AWARD for EQUITY, DIVERSITY AND INCLUSION
and the NIH EQUITY, DIVERSITY AND INCLUSION AWARD OF THE YEAR**

Step-by-Step Guidelines for Writing the Narrative:

1. Be specific and objective in answering the following questions:
 - a. What did the employee do to warrant recognition?
 - b. How did the employee's contribution(s) exceed normal expectations and official duties?
 - c. What was the outcome (impact) of the employee's accomplishments? What was the scope of the outcome?
 - d. How did the accomplishment(s) support the spirit of this award?
2. Allow the accomplishments to speak for themselves.
3. Be consistent between the proposed citation **(25 words maximum for the plaque)** and the narrative.

THE NARRATIVE should focus on the employee's contributions and how they exceeded what is expected in the position. Routine responsibilities and career progression should be included only to establish the context for the actions cited. The cited actions, their impact and significance are important and should be stated clearly. Consideration should be given to employees who make extra contributions daily, as well as those who make significant one-time contributions.

If the employee has received an honor award(s) in the period cited or for earlier actions that may seem similar or overlapping, the nomination should clarify the basis for the prior award(s) and its relevance or non-relevance to the present nomination.

If an award is to be based in part on achievements that have been the basis for a prior honor award, the new award must show how the current accomplishment(s) has advanced beyond the previous one(s).

AWARD APPROVAL FORM

Select the award the employee is being nominated for by placing an "X" on the line.

___ Harvey J. Bullock, Jr. for Equity, Diversity, and Inclusion

Is the Nominee GS12 or below (Y / N) _____

___ NIH Equity, Diversity, and Inclusion Award of the Year

Institute/Center: _____

Name of Nominee: _____

Position or Title: _____

Series and Grade: _____

Institute Division and Branch: _____

Basis for Award

Describe the basis for the nomination. **DO NOT EXCEED ONE PAGE.**

Citation

Specify in **25 words or less**, the service or achievement for which the nomination is being made. This will be inscribed on the plaque presented at the ceremony. **DO NOT EXCEED 25 WORDS.**

Nominated by: _____
(Signature) Date

(Print Name) (IC)

Institute Approval: _____
(IC Director Signature) Date